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EYES ONLY

10 August 1953

MEMORANDUM FOR: Chief, General Services Office
Chief, Logistics Office
Comptroller

SUBJECT : General Services.

REFERENCE : Memo dtd 22 Jul 53 to C/GSO, C/LO, and Comp fr A-DD/A, same subject.

1. I have considered the replies to the referenced memorandum concerning the possibility of eliminating the General Services Office and disposing of the components thereof to the Logistics Office and the Office of the Comptroller. Tentatively, I am disposed to proceed with this plan. It is my belief that economies in personnel and money can be effected through this action.

2. I am anxious to avoid setting up an Administrative Services Division in the Logistics Office, if possible, because I believe that the creation of such a Division would tend to offset the savings that might otherwise be attained.

3. The following is a proposed disposition of the components of the General Services Office:

Unit	Disposition
Printing and Reproduction Division	Would become a Division of the Logistics Office. To it would be added the Printing Advisory Staff now in the Office of the Chief.
Records Services Division	
Office of the Chief Machine Records Branch Records Management and Distribution Branch (less Mail Control Section)	Would report to the Chief, Organization & Methods Service, Office of the Comptroller.
Mail Control Section	Would become a Section under the Administrative Office of Logistics.

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Unit	Disposition
Space, Maintenance, and Facilities Division	
Motor Pool Branch	Would become a Branch under the Transportation Division, Logistics Office.
Space Acquisition and Utilization Branch	Would report to the Real Estate and Construction Division, Logistics Office.
Building Maintenance and Utilities Branch	
Office of the Chief	Would be eliminated. Personnel would be absorbed.

4. Please be prepared to discuss this matter with me not later than 12 August 1953. I shall also be glad to have your written comments if you care to submit them.

/s/

L. K. WHITE
Acting Deputy Director
(Administration)

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